JOB DESCRIPTION

Business Development Representative

GENERAL PURPOSE

Utilizes creative and professionally aggressive marketing, business development and client penetration/retention strategies in driving market share and profitable revenue growth within assigned territory; required to bring in 2+ new accounts per week.

RESPONSIBILITIES/DUTIES

Essential functions of the job are listed below. Other duties may also be assigned. Please note that the essential functions may vary depending on department size, organizational structure and/or geographic location. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

• Reviews daily reports each morning relative to client utilization of TRI-STARR; follows-up in person or by telephone with clients as appropriate.

• Researches target organizations to identify users, determine centralized/decentralized decision-making, and present/anticipated usage levels and categories.

• Concentrate efforts each week on effective prospecting and sales methodologies (cold calling, canvassing, telemarketing, client/associate/newspaper/Internet referrals, etc.) in identifying and "connecting" with prospective users of temporary/regular staffing services. Target business development activity would include:

  Daily
  * skill marketing calls
  * telemarketing calls
  * follow-up calls
  * cold calls

  Weekly
  * new prospect appointments
  * client development appointments
  * customer satisfaction surveys
  * business development and follow-up letters
• Partners with Branch Manager’s and Client Service Team (On-site and Branch) on business development, market and client account penetration, customer service/satisfaction strategies and issues.

• Delivers key business literature and appropriate promotional items to clients and prospects on an ongoing basis.

• Works closely with Branch Manager’s and/or Client Service Team on pricing/billing issues; conducts credit checks on new clients; follows-up with clients when payments are sufficiently overdue.

• Provide client consultation regarding staffing issues and alternatives.

• Meet frequently with key client decision-makers and referral sources.

• Meets monthly with Management to share success stories and discuss effective sales/business development strategies and methodologies.

• Continually develops key competencies (sales, computer skills, business analysis, etc.)

• Carry out all responsibilities in an honest, ethical and professional manner.

**MINIMUM QUALIFICATIONS**

The following are the minimum qualifications which an individual needs in order to successfully perform the duties and responsibilities of this position. Please note that the minimum qualifications may vary based upon the department size and geographic location.

**Knowledge:**

• Bachelors Degree preferred, but not required.

• Ability to assimilate information quickly, e.g. range of client staffing services; strong systems orientation

• Computer skills (Word, Excel, PowerPoint) preferred.

**Skills/Abilities:**

• Ability to think strategically, synthesize complex business/financial data and develop innovative solutions

• Excellent planning, organizing and leadership skills

• Excellent verbal, written, sales and executive presentation skills

• Strong customer, entrepreneurial, quality and results orientation

• Strong interpersonal skills with the ability to interact effectively at all levels and across diverse cultures
• Ability to adapt to evolving client and organizational requirements

• Ability to resolve conflict quickly and appropriately, and persevere in a challenging and highly competitive business environment

**PHYSICAL DEMANDS**

In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

Must be able to communicate effectively with employees and/or other customers; manual dexterity required for occasional reaching and lifting of small objects, and operating office equipment.

**WORK ENVIRONMENT**

In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job within the environment.

The office is clean, orderly, properly lighted and ventilated. Noise levels are considered low to moderate.

**COMPENSATION**

$12 per hour, with an additional incentive provided for generating new business.